

811 Consolidated Service Invoice/Statement

Functional Group ID= **CI**

Introduction:

This Draft Standard for Trial Use contains the format and establishes the data contents of the Consolidated Services Invoice/Statement Transaction Set (811) for use within the context of an Electronic Data Interchange (EDI) environment. This transaction set provides for the billing of complex and structured service invoice detail. This standard can be used by organizations who are interested in sending or receiving either consolidated or standalone invoices for service arrangements which require processing other than that done for the typical product invoice. The Consolidated Services Invoice/Statement can be used as a credit/debit memo to differentiate between payable invoice items and information-only memo items. This transaction set should not be used as a standalone notification of a credit/debit adjustment.

Notes:

1. Use this transaction set to transmit current purchase card invoices to a Federal Government activity responsible for initiating the payment.
2. Use a single occurrence of this transaction to invoice or provide adjustments for one or more deliveries or service performances, provided to the Federal Government on one or more shipments.
3. Use to transmit commercial consolidated service invoice data only from one invoice preparing party to one invoice receiving party.

Heading:

	<u>Pos.</u> <u>No.</u>	<u>Seg.</u> <u>ID</u>	<u>Name</u>	<u>Req.</u> <u>Des.</u>	<u>Max.Use</u>	<u>Loop</u> <u>Repeat</u>	<u>Notes and</u> <u>Comments</u>
Must Use	010	ST	Transaction Set Header	M	1		
Must Use	020	BIG	Beginning Segment for Invoice	M	1		
N/U	030	NTE	Note/Special Instruction	O	100		
N/U	040	CUR	Currency	O	1		
N/U	050	REF	Reference Numbers	O	>1		
	060	PER	Administrative Communications Contact	O	3		
	070	ITD	Terms of Sale/Deferred Terms of Sale	O	1		
	080	DTM	Date/Time Reference	O	10		
N/U	090	TXI	Tax Information	O	>1		
LOOP ID - N1						>1	
	100	N1	Name	O	1		
	110	N2	Additional Name Information	O	2		
	120	N3	Address Information	O	2		
	130	N4	Geographic Location	O	1		
	140	REF	Reference Numbers	O	12		
	150	PER	Administrative Communications Contact	O	3		

Detail:

	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max.Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
			LOOP ID - HL			>1	
Must Use	010	HL	Hierarchical Level	M	1		n1
			LOOP ID - LX			>1	
	020	LX	Assigned Number	O	1		
N/U	025	VEH	Vehicle Information	O	1		
N/U	030	SI	Service Characteristic Identification	O	8		
N/U	040	PID	Product/Item Description	O	200		
N/U	045	MEA	Measurements	O	20		
	050	REF	Reference Numbers	O	>1		
	060	AMT	Monetary Amount	O	5		
N/U	070	DTM	Date/Time Reference	O	4		
N/U	080	TXI	Tax Information	O	>1		
			LOOP ID - QTY			10	
	090	QTY	Quantity	O	1		
N/U	100	SI	Service Characteristic Identification	O	1		
			LOOP ID - NM1			1	
	110	NM1	Individual or Organizational Name	O	1		n2
	120	N2	Additional Name Information	O	2		
	130	N3	Address Information	O	2		
	140	N4	Geographic Location	O	1		
	150	REF	Reference Numbers	O	2		
N/U	160	PER	Administrative Communications Contact	O	>1		
N/U	170	TXI	Tax Information	O	>1		
			LOOP ID - ITA			>1	
N/U	180	ITA	Allowance, Charge or Service	O	1		
N/U	190	DTM	Date/Time Reference	O	1		
N/U	200	TXI	Tax Information	O	>1		
			LOOP ID - IT1			999999	
N/U	210	IT1	Baseline Item Data (Invoice)	O	1		n3
N/U	220	SI	Service Characteristic Identification	O	2		
N/U	230	PID	Product/Item Description	O	200		
N/U	235	MEA	Measurements	O	20		
N/U	240	INC	Installment Information	O	1		
N/U	250	TXI	Tax Information	O	>1		
N/U	260	REF	Reference Numbers	O	8		
N/U	270	DTM	Date/Time Reference	O	10		
N/U	280	MSG	Message Text	O	>1		
N/U	285	AMT	Monetary Amount	O	1		
			LOOP ID - QTY			>1	
N/U	290	QTY	Quantity	O	1		
N/U	300	SI	Service Characteristic Identification	O	1		
			LOOP ID - ITA			10	

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N/U	310	ITA	Allowance, Charge or Service	O	1	
N/U	320	DTM	Date/Time Reference	O	1	
N/U	330	TXI	Tax Information	O	>1	
LOOP ID - NM1					>1	
N/U	340	NM1	Individual or Organizational Name	O	1	
N/U	350	N2	Additional Name Information	O	2	
N/U	360	N3	Address Information	O	2	
N/U	370	N4	Geographic Location	O	1	
N/U	380	PER	Administrative Communications Contact	O	3	
LOOP ID - SLN					>1	
	390	SLN	Subline Item Detail	O	1	n4
N/U	400	SI	Service Characteristic Identification	O	2	
N/U	410	PID	Product/Item Description	O	200	
N/U	415	MEA	Measurements	O	20	
N/U	420	CUR	Currency	O	1	
N/U	430	INC	Installment Information	O	1	
N/U	440	ITA	Allowance, Charge or Service	O	10	
N/U	450	TXI	Tax Information	O	>1	
	460	REF	Reference Numbers	O	>1	
N/U	470	PER	Administrative Communications Contact	O	3	
	480	DTM	Date/Time Reference	O	10	
N/U	490	AMT	Monetary Amount	O	10	
N/U	500	MSG	Message Text	O	>1	
LOOP ID - QTY					>1	
N/U	510	QTY	Quantity	O	1	
N/U	520	SI	Service Characteristic Identification	O	1	
LOOP ID - NM1					>1	
	530	NM1	Individual or Organizational Name	O	1	
	540	N2	Additional Name Information	O	2	
	550	N3	Address Information	O	2	
	560	N4	Geographic Location	O	1	
	570	REF	Reference Numbers	O	8	
N/U	580	PER	Administrative Communications Contact	O	3	
LOOP ID - TCD					>1	
N/U	590	TCD	Itemized Call Detail	O	1	n5
N/U	600	SI	Service Characteristic Identification	O	2	
N/U	610	TXI	Tax Information	O	>1	
N/U	615	ITA	Allowance, Charge or Service	O	>1	
LOOP ID - QTY					>1	
N/U	617	QTY	Quantity	O	1	
N/U	618	SI	Service Characteristic Identification	O	1	
LOOP ID - USD					>1	
N/U	620	USD	Usage-Sensitive Detail	O	1	n6
N/U	625	SI	Service Characteristic Identification	O	2	
N/U	630	ITA	Allowance, Charge or Service	O	2	
N/U	640	TRF	Rating Factors	O	18	

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			LOOP ID - QTY	>1	
N/U	650	QTY	Quantity	O	1
N/U	660	SI	Service Characteristic Identification	O	1
			LOOP ID - III	>1	
N/U	670	III	Information	O	1
N/U	680	DTP	Date or Time or Period	O	5
N/U	690	AMT	Monetary Amount	O	5
N/U	700	PCT	Percent Amounts	O	5
			LOOP ID - LQ	>1	
N/U	710	LQ	Industry Code	O	1
N/U	720	AMT	Monetary Amount	O	5
N/U	730	PCT	Percent Amounts	O	5

Summary:

	Pos. No.	Seg. ID	Name	Req. Des.	Max.Use	Loop Repeat	Notes and Comments
Must Use	010	TDS	Total Monetary Value Summary	M	1		
			LOOP ID - ITA	>1			
N/U	020	ITA	Allowance, Charge or Service	O	1		
N/U	030	DTM	Date/Time Reference	O	1		
N/U	035	REF	Reference Numbers	O	5		
			LOOP ID - BAL	>1			
N/U	040	BAL	Balance Detail	O	1		
N/U	050	DTM	Date/Time Reference	O	1		
			LOOP ID - N1	>1			
N/U	060	N1	Name	O	1		
			LOOP ID - BAL	>1			
N/U	070	BAL	Balance Detail	O	1		
N/U	080	DTM	Date/Time Reference	O	1		
			LOOP ID - ITA	>1			
N/U	090	ITA	Allowance, Charge or Service	O	1		
N/U	100	DTM	Date/Time Reference	O	2		
N/U	105	REF	Reference Numbers	O	5		
N/U	106	CUR	Currency	O	1		
	110	CTT	Transaction Totals	O	1		n7
Must Use	120	SE	Transaction Set Trailer	M	1		

Transaction Set Notes

- Valid codes for HL03 to define levels for this transaction set are given below: 1 - Service/Billing Provider (Identifies the Company Providing the Service/Billing) 2 - Billing Arrangement (Identifies a Specific Billing Arrangement) 3 - Sub-billing Arrangement (Identifies a More Detailed Billing Arrangement) 4 - Group (Identifies a Group of Charges on the Bill) 5 - Category (Identifies the Subdivision of the Group) 6 - Subcategory (Identifies a Further Breakdown of the Category) 7 - Type (Identifies a Further Breakdown of the Subcategory) 8 - Charge Detail (Identifies the Lowest Level of

Charges within a Billing Arrangement) 9 - Line Detail (Identifies the Supporting Detail Associated with the Charge or Group Level) They must be used in the (hierarchical) order in which they are listed; however, certain levels are optional and may be omitted. At least one occurrence each of the service/billing provider level and group level is required.

2. When used for telecommunications billing, the service/billing provider level is defined by the NM1 loop.
3. The group level is defined by at least one occurrence of the IT1 loop which may only appear at the group level.
4. The SLN loop may only appear at the charge detail level.
5. The TCD loop may only appear at the line detail level.
6. The USD loop may only appear at the line detail level.
7. The number of line items (CTT01) is the accumulation of the number of IT1 segments.

Segment: **ST** Transaction Set Header
Position: 010
Loop:
Level: Heading
Usage: Mandatory
Max Use: 1
Purpose: To indicate the start of a transaction set and to assign a control number
Syntax Notes:
Semantic Notes: 1 The transaction set identifier (ST01) used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the Invoice Transaction Set).
Comments:

Data Element Summary

Ref.	Data		
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use ST01	143	Transaction Set Identifier Code	M ID 3/3
		Code uniquely identifying a Transaction Set	
		811 X12.39 Consolidated Service Invoice/Statement	
Must Use ST02	329	Transaction Set Control Number	M AN 4/9
		Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set	

Segment: **BIG** Beginning Segment for Invoice
Position: 020
Loop:
Level: Heading
Usage: Mandatory
Max Use: 1
Purpose: To indicate the beginning of an invoice transaction set and transmit identifying numbers and dates

Syntax Notes:

Semantic Notes:

- 1 BIG01 is the invoice issue date.
- 2 BIG03 is the date assigned by the purchaser to purchase order.
- 3 BIG10 indicates the consolidated invoice number. When BIG07 contains code CI, BIG10 is not used.

Comments: 1 BIG07 is used only to further define the type of invoice when needed.

Data Element Summary

Ref.	Data			
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>	
Must Use	BIG01	373 Date	M	DT 6/6
		Date (YYMMDD)		
Must Use	BIG02	76 Invoice Number	M	AN 1/22
		Identifying number assigned by issuer		
		<i>This number must be unique.</i>		
	BIG03	373 Date	O	DT 6/6
		Date (YYMMDD)		
	BIG04	324 Purchase Order Number	O	AN 1/22
		Identifying number for Purchase Order assigned by the orderer/purchaser		
		<i>Used to indicate the Contract Number.</i>		
N/U	BIG05	328 Release Number	O	AN 1/30
		Number identifying a release against a Purchase Order previously placed by the parties involved in the transaction		
N/U	BIG06	327 Change Order Sequence Number	O	AN 1/8
		Number assigned by the orderer identifying a specific change or revision to a previously transmitted transaction set		
	BIG07	640 Transaction Type Code	O	ID 2/2
		Code specifying the type of transaction		
		CI Consolidated Invoice		
		ME Memorandum		
	BIG08	353 Transaction Set Purpose Code	O	ID 2/2
		Code identifying purpose of transaction set		
		00 Original		
		01 Cancellation		

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			05	Replace			
			07	Duplicate			
N/U	BIG09	306	Action Code			O	ID 1/2
			Code indicating type of action				
N/U	BIG10	76	Invoice Number			O	AN 1/22
			Identifying number assigned by issuer				

Segment: PER Administrative Communications Contact**Position:** 060**Loop:****Level:** Heading**Usage:** Optional**Max Use:** 3**Purpose:** To identify a person or office to whom administrative communications should be directed

- Syntax Notes:**
- 1 If either PER03 or PER04 is present, then the other is required.
 - 2 If either PER05 or PER06 is present, then the other is required.
 - 3 If either PER07 or PER08 is present, then the other is required.

Semantic Notes:**Comments:****Notes:** *One iteration of this segment is required to identify the Gateway Contact.***Data Element Summary**

Ref.	Data	Element	Name	Attributes
Must Use	PER01	366	Contact Function Code	M ID 2/2
			Code identifying the major duty or responsibility of the person or group named	
			DC Delivery Contact	
			<i>Use to indicate the Gateway Contact.</i>	
PER02	93	Name		O AN 1/35
			Free-form name	
PER03	365	Communication Number Qualifier		X ID 2/2
			Code identifying the type of communication number	
			EM Electronic Mail	
			FX Facsimile	
			TE Telephone	
PER04	364	Communication Number		X AN 1/80
			Complete communications number including country or area code when applicable	
PER05	365	Communication Number Qualifier		X ID 2/2
			Code identifying the type of communication number	
			EM Electronic Mail	
			FX Facsimile	
			TE Telephone	
PER06	364	Communication Number		X AN 1/80
			Complete communications number including country or area code when applicable	
PER07	365	Communication Number Qualifier		X ID 2/2
			Code identifying the type of communication number	

See codes in PER05.

	PER08	364	Communication Number	X	AN	1/80
			Complete communications number including country or area code when applicable			
N/U	PER09	443	Contact Inquiry Reference	O	AN	1/20
			Additional reference number or description to clarify a contact number			

Segment: **ITD** **Terms of Sale/Deferred Terms of Sale**

Position: 070

Loop:

Level: Heading

Usage: Optional

Max Use: 1

Purpose: To specify terms of sale

Syntax Notes:

- 1 If ITD03 is present, then at least one of ITD04 ITD05 or ITD13 is required.
- 2 If ITD08 is present, then at least one of ITD04 ITD05 or ITD13 is required.
- 3 If ITD09 is present, then at least one of ITD10 or ITD11 is required.

Semantic Notes:

- 1 ITD15 is the percentage applied to a base amount used to determine a late payment charge.

Comments:

- 1 If the code in ITD01 is "04", then ITD07 or ITD09 is required and either ITD10 or ITD11 is required; if the code in ITD01 is "05", then ITD06 or ITD07 is required.

Notes: *One iteration of this segment is required to identify the terms of the invoice.*

Data Element Summary

Ref.	Data				
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>		
ITD01	336	Terms Type Code	O	ID	2/2
		Code identifying type of payment terms			
		<i>Use any code. Listed codes are preferred.</i>			
		03 Fixed Date			
		16 Prompt Payment Act			
		Refer to 003050 Data Element Dictionary for acceptable code values.			
ITD02	333	Terms Basis Date Code	O	ID	1/2
		Code identifying the beginning of the terms period			
		3 Invoice Date			
		5 Invoice Receipt Date			
N/U	ITD03	Terms Discount Percent	O	R	1/6
		Terms discount percentage, expressed as a percent, available to the purchaser if an invoice is paid on or before the Terms Discount Due Date			
N/U	ITD04	Terms Discount Due Date	X	DT	6/6
		Date payment is due if discount is to be earned			
N/U	ITD05	Terms Discount Days Due	X	N0	1/3
		Number of days in the terms discount period by which payment is due if terms discount is earned			
N/U	ITD06	Terms Net Due Date	O	DT	6/6
		Date when total invoice amount becomes due			
	ITD07	Terms Net Days	O	N0	1/3
		Number of days until total invoice amount is due (discount not applicable)			
N/U	ITD08	Terms Discount Amount	O	N2	1/10

			Total amount of terms discount			
N/U	ITD09	388	Terms Deferred Due Date	O	DT	6/6
			Date deferred payment or percent of invoice payable is due			
N/U	ITD10	389	Deferred Amount Due	X	N2	1/10
			Deferred amount due for payment			
N/U	ITD11	342	Percent of Invoice Payable	X	R	1/5
			Amount of invoice payable expressed in percent			
N/U	ITD12	352	Description	O	AN	1/80
			A free-form description to clarify the related data elements and their content			
N/U	ITD13	765	Day of Month	X	N0	1/2
			The numeric value of the day of the month between 1 and the maximum day of the month being referenced			
	ITD14	107	Payment Method Code	O	ID	1/1
			Code identifying type of payment procedures			
			C Pay By Check			
			E Electronic Payment System			
N/U	ITD15	954	Percent	O	R	1/10
			Percentage expressed as a decimal			

Segment: **DTM** **Date/Time Reference**

Position: 080

Loop:

Level: Heading

Usage: Optional

Max Use: 10

Purpose: To specify pertinent dates and times

Syntax Notes: **1** At least one of DTM02 DTM03 or DTM06 is required.
2 If either DTM06 or DTM07 is present, then the other is required.

Semantic Notes:

Comments:

Notes: 1. To specify billing period.

2. Two iterations of this segment are required, one using code 186 in DTM01, and one using code 187 in DTM01.

Data Element Summary

	Ref.	Data	Attributes
	Des.	Element Name	M ID 3/3
Must Use	DTM01	374 Date/Time Qualifier	
		Code specifying type of date or time, or both date and time	
		186 Invoice Period Start	
		187 Invoice Period End	
	DTM02	373 Date	X DT 6/6
		Date (YYMMDD)	
N/U	DTM03	337 Time	X TM 4/8
		Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	
N/U	DTM04	623 Time Code	O ID 2/2
		Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow	
	DTM05	624 Century	O N0 2/2
		The first two characters in the designation of the year (CCYY)	
N/U	DTM06	1250 Date Time Period Format Qualifier	X ID 2/3
		Code indicating the date format, time format, or date and time format	
N/U	DTM07	1251 Date Time Period	X AN 1/35
		Expression of a date, a time, or range of dates, times or dates and times	

Segment: **N1** Name

Position: 100

Loop: N1

Level: Heading

Usage: Optional

Max Use: 1

Purpose: To identify a party by type of organization, name, and code

Syntax Notes:

- 1** At least one of N102 or N103 is required.
- 2** If either N103 or N104 is present, then the other is required.

Semantic Notes:

Comments:

- 1** This segment, used alone, provides the most efficient method of providing organizational identification. To obtain this efficiency the "ID Code" (N104) must provide a key to the table maintained by the transaction processing party.
- 2** N105 and N106 further define the type of entity in N101.

Notes: *At least two iterations of this segment are required, one using code PE in N101, and one using code PR in N101.*

Data Element Summary

Ref.	Data							
	<u>Des.</u>	<u>Element</u>	<u>Name</u>			<u>Attributes</u>		
Must Use	N101	98	Entity Identifier Code			M ID	2/2	
			Code identifying an organizational entity, a physical location, or an individual					
			PE	Payee				
			PR	Payer				
			RI	Remit To				
	N102	93	Name			X AN	1/35	
			Free-form name					
	N103	66	Identification Code Qualifier			X ID	1/2	
			Code designating the system/method of code structure used for Identification Code (67)					
			1	D-U-N-S Number, Dun & Bradstreet				
			9	D-U-N-S+4, D-U-N-S Number with Four Character Suffix				
			10	Department of Defense Activity Address Code (DODAAC)				
			33	Commercial and Government Entity (CAGE)				
	N104	67	Identification Code			X AN	2/20	
			Code identifying a party or other code					
N/U	N105	706	Entity Relationship Code			O ID	2/2	
			Code describing entity relationship					
N/U	N106	98	Entity Identifier Code			O ID	2/2	
			Code identifying an organizational entity, a physical location, or an individual					

Segment: **N2** **Additional Name Information**
Position: 110
Loop: N1
Level: Heading
Usage: Optional
Max Use: 2
Purpose: To specify additional names or those longer than 35 characters in length
Syntax Notes:
Semantic Notes:
Comments:

Data Element Summary				
Ref.	Data			
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>	
Must Use N201	93	Name	M	AN 1/35
		Free-form name		
N202	93	Name	O	AN 1/35
		Free-form name		

Segment: **N3** **Address Information**
Position: 120
Loop: N1
Level: Heading
Usage: Optional
Max Use: 2
Purpose: To specify the location of the named party
Syntax Notes:
Semantic Notes:
Comments:

Data Element Summary				
	Ref.	Data		
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	N301	166	Address Information	M AN 1/35
			Address information	
	N302	166	Address Information	O AN 1/35
			Address information	

Segment: **N4 Geographic Location**
Position: 130
Loop: N1
Level: Heading
Usage: Optional
Max Use: 1
Purpose: To specify the geographic place of the named party
Syntax Notes: 1 If N406 is present, then N405 is required.
Semantic Notes:
Comments: 1 A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
2 N402 is required only if city name (N401) is in the USA or Canada.

Data Element Summary

Ref.	Data	Name	Attributes
Des.	Element		
N401	19	City Name	O AN 2/30
		Free-form text for city name	
N402	156	State or Province Code	O ID 2/2
		Code (Standard State/Province) as defined by appropriate government agency	
N403	116	Postal Code	O ID 3/11
		Code defining international postal zone code excluding punctuation and blanks (zip code for United States)	
N404	26	Country Code	O ID 2/3
		Code identifying the country	
N405	309	Location Qualifier	X ID 1/2
		Code identifying type of location	
		AC City and State	
		CC Country	
		CI City	
		SP State/Province	
N406	310	Location Identifier	O AN 1/30
		Code which identifies a specific location	

Segment: **REF** **Reference Numbers**
Position: 140
Loop: N1
Level: Heading
Usage: Optional
Max Use: 12
Purpose: To specify identifying numbers.
Syntax Notes: 1 At least one of REF02 or REF03 is required.
Semantic Notes:
Comments:

Data Element Summary

Ref.	Data			
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>	
Must Use REF01	128	Reference Number Qualifier	M	ID 2/2
		Code qualifying the Reference Number.		
		TJ Federal Taxpayer's Identification Number		
REF02	127	Reference Number	X	AN 1/30
		Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.		
REF03	352	Description	X	AN 1/80
		A free-form description to clarify the related data elements and their content		

Segment: PER Administrative Communications Contact**Position:** 150**Loop:** N1**Level:** Heading**Usage:** Optional**Max Use:** 3**Purpose:** To identify a person or office to whom administrative communications should be directed

- Syntax Notes:**
- 1 If either PER03 or PER04 is present, then the other is required.
 - 2 If either PER05 or PER06 is present, then the other is required.
 - 3 If either PER07 or PER08 is present, then the other is required.

Semantic Notes:**Comments:****Data Element Summary**

Ref.	Data	Name	Attributes
Des.	Element		
Must Use PER01	366	Contact Function Code	M ID 2/2
		Code identifying the major duty or responsibility of the person or group named	
		CR Customer Relations	
		IC Information Contact	
		TR Technical Marketing Representative	
PER02	93	Name	O AN 1/35
		Free-form name	
PER03	365	Communication Number Qualifier	X ID 2/2
		Code identifying the type of communication number	
		EM Electronic Mail	
		FX Facsimile	
		TE Telephone	
PER04	364	Communication Number	X AN 1/80
		Complete communications number including country or area code when applicable	
PER05	365	Communication Number Qualifier	X ID 2/2
		Code identifying the type of communication number	
		EM Electronic Mail	
		FX Facsimile	
		TE Telephone	
PER06	364	Communication Number	X AN 1/80
		Complete communications number including country or area code when applicable	
PER07	365	Communication Number Qualifier	X ID 2/2

			Code identifying the type of communication number <i>See codes in PER05.</i>			
	PER08	364	Communication Number	X	AN	1/80
			Complete communications number including country or area code when applicable			
N/U	PER09	443	Contact Inquiry Reference	O	AN	1/20
			Additional reference number or description to clarify a contact number			

Segment: **HL Hierarchical Level**

Position: 010

Loop: HL

Level: Detail

Usage: Mandatory

Max Use: 1

Purpose: To identify dependencies among and the content of hierarchically related groups of data segments

Syntax Notes:

Semantic Notes:

- Comments:**
- 1 The HL segment defines a top-down/left-right ordered structure.
 - 2 HL01 shall contain a unique alphanumeric number for each occurrence of the HL segment in the transaction set. For example, HL01 could be used to indicate the number of occurrences of the HL segment, in which case the value of HL01 would be "1" for the initial HL segment and would be incremented by one in each subsequent HL segment within the transaction.
 - 3 HL02 identifies the hierarchical ID number of the HL segment to which the current HL segment is subordinate.
 - 4 HL03 indicates the context of the series of segments following the current HL segment up to the next occurrence of an HL segment in the transaction. For example, HL03 is used to indicate that subsequent segments in the HL loop form a logical grouping of data referring to shipment, order, or item-level information.
 - 5 HL04 indicates whether or not there are subordinate (or child) HL segments related to the current HL segment.

Notes: *When submitting the 811 to any federal agency, use of the HL loop at levels HL03 code "1", at least one of "2", "3" or "4", "5" and "8" are required.*

Data Element Summary

Ref.	Data		
Des.	Element	Name	Attributes
Must Use HL01	628	Hierarchical ID Number	M AN 1/12
		A unique number assigned by the sender to identify a particular data segment in a hierarchical structure	
		<i>Sequential number assigned to this HL segment.</i>	
HL02	734	Hierarchical Parent ID Number	O AN 1/12
		Identification number of the next higher hierarchical data segment that the data segment being described is subordinate to	
		<i>Not used at HLI (Service Provider).</i>	
Must Use HL03	735	Hierarchical Level Code	M ID 1/2
		Code defining the characteristic of a level in a hierarchical structure	
	1	Service/Billing Provider	
		<i>Used to indicate the Level 1 organization.</i>	
	2	Billing Arrangement	
		<i>Used to indicate the Level 2 organization.</i>	

- 3 Sub-Billing Arrangement
Used to indicate the Level 3 organization.
- 4 Group
Used to indicate the Level 4 organization.
- 5 Category
Used to indicate the Approval Official.
- 8 Charge Detail
Used to indicate the Cardholder.

Must Use HL04

736

Hierarchical Child Code

O ID 1/1

Code indicating whether if there are hierarchical child data segments subordinate to the level being described.

- 0 No Subordinate HL Segment in This Hierarchical Structure.
- 1 Additional Subordinate HL Data Segment in This Hierarchical Structure.

Segment: **LX** Assigned Number
Position: 020
Loop: LX
Level: Detail
Usage: Optional
Max Use: 1
Purpose: To reference a line number in a transaction set
Syntax Notes:
Semantic Notes:
Comments:
Notes: *When submitting the 811 to any federal agency, use of the LX loop is required when HL03 code is at least one of "2", "3" or "4", plus "5" and "8".*

Data Element Summary

Ref.	Data			
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>	
Must Use LX01	554	Assigned Number	M	N0 1/6
		Number assigned for differentiation within a transaction set		

Segment: **REF** **Reference Numbers**

Position: 050

Loop: LX

Level: Detail

Usage: Optional

Max Use: >1

Purpose: To specify identifying numbers.

Syntax Notes: **1** At least one of REF02 or REF03 is required.

Semantic Notes:

Comments:

Notes:

1. This segment is required when HL03 is "2", "3", "4", when used, "5" and "8".
2. The codes "10", "11", "12", "75" and "3J" are used in combination with the level code in 2/REF/150 to construct the current purchase card provider agency/level identification number.

Data Element Summary

Ref.	Data	Name	Attributes
Des.	Element		
Must Use REF01	128	Reference Number Qualifier	M ID 2/2
		Code qualifying the Reference Number.	
	10	Account Managers Code	
		<i>Use to indicate the Authorizing Official. This code is required when HL03 is "8".</i>	
	11	Account Number	
		<i>Use to indicate the level 3 agency. This code is required when HL03 is "4" - "8".</i>	
	12	Billing Account	
		<i>Use to indicate the level 2 agency. This code is required when HL03 is "3" - "8".</i>	
	14	Master Account Number	
		<i>Use to indicate Master Accounting Code. This code is required when HL03 is "8".</i>	
	3J	Office Number	
		<i>Use to indicate the level 4 agency. This code is required when HL03 is "5" - "8".</i>	
	75	Organization Breakdown Structure	
		<i>Use to indicate the level 1 agency. This code is required when HL03 is "2" - "8".</i>	
	D8	Loss Report Number	
		<i>Use to indicate Lost/Stolen Code. This code is required when HL03 is "8".</i>	
	JD	User Identification	
		<i>Use to indicate User Field No. 3. Use only when</i>	

HL03 is "8".

YU

Payor Identification

*Use to indicate User Field No. 2. Use only when
HL03 is "8".*

REF02	127	Reference Number	X	AN	1/30
		Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.			
REF03	352	Description	X	AN	1/80
		A free-form description to clarify the related data elements and their content			

Segment: **AMT** Monetary Amount
Position: 060
Loop: LX
Level: Detail
Usage: Optional
Max Use: 5
Purpose: To indicate the total monetary amount
Syntax Notes:
Semantic Notes:
Comments:
Notes: When submitting the 811 to any federal agency, use of the AMT segment is required when HL03 is "2", "3" or "4" when used, "5" and "8".

Data Element Summary

Ref.	Data								
	<u>Des.</u>	<u>Element</u>	<u>Name</u>			<u>Attributes</u>			
Must Use	AMT01	522	Amount Qualifier Code			M	ID	1/2	
			Code to qualify amount						
			2	Batch Total					
				<i>Use to indicate the level dollar total.</i>					
			FE	Fee					
				<i>Use to indicate the administrative fee.</i>					
			TS	Total Sales					
				<i>Use to indicate the Dollar Purchase Transaction Total.</i>					
			TX	Total to Date					
				<i>Use to indicate the dollar cash/credit transaction total.</i>					
			UJ	Other Credits					
				<i>Use to indicate the dollar credit transaction total.</i>					
Must Use	AMT02	782	Monetary Amount			M	R	1/15	
			Monetary amount						
N/U	AMT03	478	Credit/Debit Flag Code			O	ID	1/1	
			Code indicating whether amount is a credit or debit						

Segment: **QTY** Quantity
Position: 090
Loop: QTY
Level: Detail
Usage: Optional
Max Use: 1
Purpose: To specify quantity information
Syntax Notes:
Semantic Notes:
Comments:
Notes: *When submitting the 811 to any federal agency, use of the QTY loop is required when HL03 is "2", "3" or "4" when used, "5" and "8".*

Data Element Summary

Ref.	Data	Element	Name	Attributes
Des.				
Must Use	QTY01	673	Quantity Qualifier	M ID 2/2
			Code specifying the type of quantity	
		42	Number of Checks	
			<i>Use to indicate the number of Cash/Check Transaction Totals.</i>	
		46	Total transactions	
			<i>Use to indicate the number of Purchases Transaction Total.</i>	
		AI	Number of Operator Credits	
			<i>Use to indicate the number of Credit Transactions Total.</i>	
Must Use	QTY02	380	Quantity	M R 1/15
			Numeric value of quantity	
N/U	QTY03	355	Unit or Basis for Measurement Code	O ID 2/2
			Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	

Segment: **NM1** **Individual or Organizational Name**
Position: 110
Loop: NM1
Level: Detail
Usage: Optional
Max Use: 1
Purpose: To supply the full name of an individual or organizational entity
Syntax Notes: 1 If either NM108 or NM109 is present, then the other is required.
Semantic Notes: 1 NM102 qualifies NM103.
Comments:
Notes: *When submitting the 811 to any federal agency, use of the NM1 loop is required when HL03 is "1"; "2", "3" or "4" are used; plus "5" and "8".*

Data Element Summary

Ref.	Data					
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>			
Must Use NM101	98	Entity Identifier Code	M	ID	2/2	
		Code identifying an organizational entity, a physical location, or an individual				
		1. "SJ" is the only valid code at HL1 (Service Provider Level).				
		2. "OB" is the only valid code in levels 2 through 8.				
		OB Ordered By				
		SJ Service Provider				
Must Use NM102	1065	Entity Type Qualifier	M	ID	1/1	
		Code qualifying the type of entity				
		1 Person				
		Use to identify N101 in levels 5 and 8.				
		2 Non-Person Entity				
		Use to identify N101 in levels 1 to 4.				
NM103	1035	Name Last or Organization Name	O	AN	1/35	
		Individual last name or organizational name				
NM104	1036	Name First	O	AN	1/25	
		Individual first name				
NM105	1037	Name Middle	O	AN	1/25	
		Individual middle name or initial				
NM106	1038	Name Prefix	O	AN	1/10	
		Prefix to individual name				
NM107	1039	Name Suffix	O	AN	1/10	
		Suffix to individual name				
NM108	66	Identification Code Qualifier	X	ID	1/2	
		Code designating the system/method of code structure used for Identification Code (67)				

		1	D-U-N-S Number, Dun & Bradstreet			
		9	D-U-N-S+4, D-U-N-S Number with Four Character Suffix			
		10	Department of Defense Activity Address Code (DODAAC)			
		33	Commercial and Government Entity (CAGE)			
NM109	67	Identification Code		X	AN	2/20
		Code identifying a party or other code				

Segment: N2 Additional Name Information**Position:** 120**Loop:** NM1**Level:** Detail**Usage:** Optional**Max Use:** 2**Purpose:** To specify additional names or those longer than 35 characters in length**Syntax Notes:****Semantic Notes:****Comments:****Notes:** *When submitting the 811 to any federal agency, use of the N2 segment is optional when HL03 is "1", "2", "3" or "4", "5" or "8".***Data Element Summary**

	Ref.	Data		Attributes
		<u>Des.</u>	<u>Element</u> <u>Name</u>	
Must Use	N201	93	Name	M AN 1/35
			Free-form name	
	N202	93	Name	O AN 1/35
			Free-form name	

Segment: **N3** **Address Information**
Position: 130
Loop: NM1
Level: Detail
Usage: Optional
Max Use: 2
Purpose: To specify the location of the named party
Syntax Notes:
Semantic Notes:
Comments:
Notes: *When submitting the 811 to any federal agency, use of the N3 segment is optional when HL03 is "1", "2", "3" or "4", "5" or "8".*

Data Element Summary				
Ref.	Data			
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>	
Must Use N301	166	Address Information	M	AN 1/35
		Address information		
N302	166	Address Information	O	AN 1/35
		Address information		

Segment: **N4 Geographic Location**

Position: 140

Loop: NM1

Level: Detail

Usage: Optional

Max Use: 1

Purpose: To specify the geographic place of the named party

Syntax Notes: 1 If N406 is present, then N405 is required.

Semantic Notes:

Comments: 1 A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
2 N402 is required only if city name (N401) is in the USA or Canada.

Notes: *When submitting the 811 to any federal agency, use of the N4 segment is optional when HL03 is "1", "2", "3" or "4", "5" or "8".*

Data Element Summary

Ref.	Data	Attributes
Des.	Element Name	
N401	19 City Name Free-form text for city name	O AN 2/30
N402	156 State or Province Code Code (Standard State/Province) as defined by appropriate government agency	O ID 2/2
N403	116 Postal Code Code defining international postal zone code excluding punctuation and blanks (zip code for United States)	O ID 3/11
N404	26 Country Code Code identifying the country	O ID 2/3
N405	309 Location Qualifier Code identifying type of location AC City and State CC Country CI City SP State/Province	X ID 1/2
N406	310 Location Identifier Code which identifies a specific location	O AN 1/30

Segment: **REF** **Reference Numbers**

Position: 150

Loop: NM1

Level: Detail

Usage: Optional

Max Use: 2

Purpose: To specify identifying numbers.

Syntax Notes: 1 At least one of REF02 or REF03 is required.

Semantic Notes:

Comments:

Notes:

1. When submitting the 811 to any federal agency, use of the REF segment is required when HL03 is "1", "2", "3" and "4" when used, "5" and "8".
2. The level code associated with the entity identified in 2/NM1/110 is required in this segment. The remainder of the level codes will appear in 2/REF/050.

Data Element Summary

Ref.	Data	Name	Attributes
Des.	Element		
Must Use REF01	128	Reference Number Qualifier	M ID 2/2
		Code qualifying the Reference Number.	
		10 Account Managers Code	
		Use to indicate the Authorizing Official. This code is required when HL03 is "5".	
		11 Account Number	
		Use to indicate the level 3 agency. This code is required when HL03 is "3".	
		12 Billing Account	
		Use to indicate the level 2 agency. This code is required when HL03 is "2".	
		23 Client Number	
		Use to indicate the Cardholder. This code is required when HL03 is "8".	
		3J Office Number	
		Use to indicate the level 4 agency. This code is required when HL03 is "4".	
		75 Organization Breakdown Structure	
		Use to indicate the level 1 agency. This code is required when HL03 is "1".	
		E4 Charge Card Number	
		Use to indicate the Charge Card Number. This code is required when HL03 is "8".	
		TJ Federal Taxpayer's Identification Number	
REF02	127	Reference Number	X AN 1/30

Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.

REF03	352	Description	X AN 1/80
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A free-form description to clarify the related data elements and their content

Segment:	SLN Subline Item Detail
Position:	390
Loop:	SLN
Level:	Detail
Usage:	Optional
Max Use:	1
Purpose:	To specify product subline detail item data
Syntax Notes:	<ol style="list-style-type: none"> 1 If SLN07 is present, then SLN06 is required. 2 If SLN08 is present, then SLN06 is required. 3 If either SLN09 or SLN10 is present, then the other is required. 4 If either SLN11 or SLN12 is present, then the other is required. 5 If either SLN13 or SLN14 is present, then the other is required. 6 If either SLN15 or SLN16 is present, then the other is required. 7 If either SLN17 or SLN18 is present, then the other is required. 8 If either SLN19 or SLN20 is present, then the other is required. 9 If either SLN21 or SLN22 is present, then the other is required. 10 If either SLN23 or SLN24 is present, then the other is required. 11 If either SLN25 or SLN26 is present, then the other is required. 12 If either SLN27 or SLN28 is present, then the other is required.
Semantic Notes:	<ol style="list-style-type: none"> 1 SLN01 is the identifying number for the subline item. 2 SLN02 is the identifying number for the subline level. The subline level is analogous to the level code used in a bill of materials. 3 SLN03 is the configuration code indicating the relationship of the subline item to the baseline item. 4 SLN08 is a code indicating the relationship of the price or amount to the associated segment.
Comments:	<ol style="list-style-type: none"> 1 See the Data Dictionary for a complete list of ID's. 2 SLN01 is related to (but not necessarily equivalent to) the baseline item number. Example: 1.1 or 1A might be used as a subline number to relate to baseline number 1. 3 SLN09 through SLN28 provide for ten (10) different product/service ID's for each item. For example: Case, Color, Drawing No., UPC No., ISBN No., Model No., SKU.
Notes:	<ol style="list-style-type: none"> 1. The SLN loop may only appear at HL8 (Charge Detail Level). 2. When submitting the 811 to any federal agency, use of the SLN loop is required when HL03 is "8".

Data Element Summary

Ref.	Data		
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	SLN01	350 Assigned Identification	M AN 1/11
		Alphanumeric characters assigned for differentiation within a transaction set	
N/U	SLN02	350 Assigned Identification	O AN 1/11
		Alphanumeric characters assigned for differentiation within a transaction set	

Must Use	SLN03	662	Relationship Code Code indicating the relationship between entities I Included	M	ID	1/1
Must Use	SLN04	380	Quantity Numeric value of quantity	M	R	1/15
Must Use	SLN05	355	Unit or Basis for Measurement Code Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken EA Each	M	ID	2/2
	SLN06	212	Unit Price Price per unit of product, service, commodity, etc.	X	R	1/17
N/U	SLN07	639	Basis of Unit Price Code Code identifying the type of unit price for an item	O	ID	2/2
N/U	SLN08	662	Relationship Code Code indicating the relationship between entities	O	ID	1/1
N/U	SLN09	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234)	X	ID	2/2
N/U	SLN10	234	Product/Service ID Identifying number for a product or service	X	AN	1/40
N/U	SLN11	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234)	X	ID	2/2
N/U	SLN12	234	Product/Service ID Identifying number for a product or service	X	AN	1/40
N/U	SLN13	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234)	X	ID	2/2
N/U	SLN14	234	Product/Service ID Identifying number for a product or service	X	AN	1/40
N/U	SLN15	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234)	X	ID	2/2
N/U	SLN16	234	Product/Service ID Identifying number for a product or service	X	AN	1/40
N/U	SLN17	235	Product/Service ID Qualifier Code identifying the type/source of the descriptive number used in Product/Service ID (234)	X	ID	2/2
N/U	SLN18	234	Product/Service ID Identifying number for a product or service	X	AN	1/40
N/U	SLN19	235	Product/Service ID Qualifier	X	ID	2/2

			Code identifying the type/source of the descriptive number used in Product/Service ID (234)			
N/U	SLN20	234	Product/Service ID	X	AN	1/40
			Identifying number for a product or service			
N/U	SLN21	235	Product/Service ID Qualifier	X	ID	2/2
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)			
N/U	SLN22	234	Product/Service ID	X	AN	1/40
			Identifying number for a product or service			
N/U	SLN23	235	Product/Service ID Qualifier	X	ID	2/2
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)			
N/U	SLN24	234	Product/Service ID	X	AN	1/40
			Identifying number for a product or service			
N/U	SLN25	235	Product/Service ID Qualifier	X	ID	2/2
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)			
N/U	SLN26	234	Product/Service ID	X	AN	1/40
			Identifying number for a product or service			
N/U	SLN27	235	Product/Service ID Qualifier	X	ID	2/2
			Code identifying the type/source of the descriptive number used in Product/Service ID (234)			
N/U	SLN28	234	Product/Service ID	X	AN	1/40
			Identifying number for a product or service			

Segment: **REF** Reference Numbers

Position: 460

Loop: SLN

Level: Detail

Usage: Optional

Max Use: >1

Purpose: To specify identifying numbers.

Syntax Notes: **1** At least one of REF02 or REF03 is required.

Semantic Notes:

Comments:

Notes: *When submitting the 811 to any federal agency, use of the REF segment is required when HL03 is "8".*

Data Element Summary

Ref.	Data	Attributes
Des.	Element Name	
Must Use REF01	128 Reference Number Qualifier	M ID 2/2
	Code qualifying the Reference Number.	
	12 Billing Account	
	<i>Use to indicate the transaction code.</i>	
	BB Authorization Number	
	<i>Use to indicate the Authorization Code.</i>	
	K6 Purchase Description	
	<i>Use to indicate the Purchase Identity Information.</i>	
	TN Transaction Reference Number	
	<i>Use to indicate the Transaction Reference Number.</i>	
REF02	127 Reference Number	X AN 1/30
	Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.	
REF03	352 Description	X AN 1/80
	A free-form description to clarify the related data elements and their content	

Segment: **DTM** **Date/Time Reference**

Position: 480

Loop: SLN

Level: Detail

Usage: Optional

Max Use: 10

Purpose: To specify pertinent dates and times

Syntax Notes: **1** At least one of DTM02 DTM03 or DTM06 is required.
2 If either DTM06 or DTM07 is present, then the other is required.

Semantic Notes:

Comments:

Notes: *When submitting the 811 to any federal agency, use of the DTM segment is required when HL03 is "8".*

Data Element Summary

	<u>Ref.</u> <u>Des.</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	DTM01	374	Date/Time Qualifier Code specifying type of date or time, or both date and time 097 Transaction Creation <i>Use to indicate the transaction date.</i> 809 Posted	M ID 3/3
	DTM02	373	Date Date (YYMMDD)	X DT 6/6
N/U	DTM03	337	Time Time expressed in 24-hour clock time as follows: HHMM, or HHMMSS, or HHMMSSD, or HHMMSSDD, where H = hours (00-23), M = minutes (00-59), S = integer seconds (00-59) and DD = decimal seconds; decimal seconds are expressed as follows: D = tenths (0-9) and DD = hundredths (00-99)	X TM 4/8
N/U	DTM04	623	Time Code Code identifying the time. In accordance with International Standards Organization standard 8601, time can be specified by a + or - and an indication in hours in relation to Universal Time Coordinate (UTC) time; since + is a restricted character, + and - are substituted by P and M in the codes that follow	O ID 2/2
	DTM05	624	Century The first two characters in the designation of the year (CCYY)	O N0 2/2
N/U	DTM06	1250	Date Time Period Format Qualifier Code indicating the date format, time format, or date and time format	X ID 2/3
N/U	DTM07	1251	Date Time Period Expression of a date, a time, or range of dates, times or dates and times	X AN 1/35

Segment: **NM1** **Individual or Organizational Name**
Position: 530
Loop: NM1
Level: Detail
Usage: Optional
Max Use: 1
Purpose: To supply the full name of an individual or organizational entity
Syntax Notes: 1 If either NM108 or NM109 is present, then the other is required.
Semantic Notes: 1 NM102 qualifies NM103.
Comments:
Notes: *When submitting the 811 to any federal agency, use of the NM1 segment is required when HL03 is "8".*

Data Element Summary

Ref.	Data							
	<u>Des.</u>	<u>Element</u>	<u>Name</u>		<u>Attributes</u>			
Must Use	NM101	98	Entity Identifier Code		M ID	2/2		
			Code identifying an organizational entity, a physical location, or an individual					
			SE	Selling Party				
				<i>Use to identify the Merchant.</i>				
Must Use	NM102	1065	Entity Type Qualifier		M ID	1/1		
			Code qualifying the type of entity					
			1	Person				
			2	Non-Person Entity				
			3	Unknown				
	NM103	1035	Name Last or Organization Name		O AN	1/35		
			Individual last name or organizational name					
	NM104	1036	Name First		O AN	1/25		
			Individual first name					
	NM105	1037	Name Middle		O AN	1/25		
			Individual middle name or initial					
	NM106	1038	Name Prefix		O AN	1/10		
			Prefix to individual name					
	NM107	1039	Name Suffix		O AN	1/10		
			Suffix to individual name					
	NM108	66	Identification Code Qualifier		X ID	1/2		
			Code designating the system/method of code structure used for Identification Code (67)					
			1	D-U-N-S Number, Dun & Bradstreet				
			9	D-U-N-S+4, D-U-N-S Number with Four Character Suffix				
	NM109	67	Identification Code		X AN	2/20		

Code identifying a party or other code

Segment: **N2** **Additional Name Information**
Position: 540
Loop: NM1
Level: Detail
Usage: Optional
Max Use: 2
Purpose: To specify additional names or those longer than 35 characters in length
Syntax Notes:
Semantic Notes:
Comments:

Data Element Summary				
Ref.	Data			
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>	
Must Use N201	93	Name	M	AN 1/35
		Free-form name		
N202	93	Name	O	AN 1/35
		Free-form name		

Segment: **N3** **Address Information**
Position: 550
Loop: NM1
Level: Detail
Usage: Optional
Max Use: 2
Purpose: To specify the location of the named party
Syntax Notes:
Semantic Notes:
Comments:

Data Element Summary				
	Ref.	Data		
	<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	N301	166	Address Information	M AN 1/35
			Address information	
	N302	166	Address Information	O AN 1/35
			Address information	

Segment: **N4 Geographic Location**
Position: 560
Loop: NM1
Level: Detail
Usage: Optional
Max Use: 1
Purpose: To specify the geographic place of the named party
Syntax Notes: 1 If N406 is present, then N405 is required.
Semantic Notes:
Comments: 1 A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
2 N402 is required only if city name (N401) is in the USA or Canada.
Notes: *When submitting the 811 to any federal agency, use of the N4 segment is required when HL03 is "8".*

Data Element Summary

Ref.	Data	Name	Attributes
Des.	Element		
N401	19	City Name	O AN 2/30
		Free-form text for city name	
N402	156	State or Province Code	O ID 2/2
		Code (Standard State/Province) as defined by appropriate government agency	
N403	116	Postal Code	O ID 3/11
		Code defining international postal zone code excluding punctuation and blanks (zip code for United States)	
N404	26	Country Code	O ID 2/3
		Code identifying the country	
N405	309	Location Qualifier	X ID 1/2
		Code identifying type of location	
		AC City and State	
		CC Country	
		CI City	
		SP State/Province	
N406	310	Location Identifier	O AN 1/30
		Code which identifies a specific location	

Segment: **REF** Reference Numbers
Position: 570
Loop: NM1
Level: Detail
Usage: Optional
Max Use: 8
Purpose: To specify identifying numbers.
Syntax Notes: 1 At least one of REF02 or REF03 is required.
Semantic Notes:
Comments:

Data Element Summary

Ref.	Data			
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>	
Must Use REF01	128	Reference Number Qualifier	M	ID 2/2
		Code qualifying the Reference Number.		
		IJ Standard Industry Classification (SIC) Code		
		<i>Use to indicate the Merchant's SIC.</i>		
REF02	127	Reference Number	X	AN 1/30
		Reference number or identification number as defined for a particular Transaction Set, or as specified by the Reference Number Qualifier.		
REF03	352	Description	X	AN 1/80
		A free-form description to clarify the related data elements and their content		

Segment: **TDS** **Total Monetary Value Summary**

Position: 010

Loop:

Level: Summary

Usage: Mandatory

Max Use: 1

Purpose: To specify the total invoice discounts and amounts

Syntax Notes:

Semantic Notes:

- 1 TDS01 is the total amount of invoice (including charges, less allowances) before terms discount (if discount is applicable).
- 2 TDS02 indicates the amount upon which the terms discount amount is calculated.
- 3 TDS03 is the amount of invoice due if paid by terms discount due date (total invoice or installment amount less cash discount).
- 4 TDS04 indicates the total amount of terms discount.

Comments:

- 1 TDS02 is required if the dollar value subject to discount is not equal to the dollar value of TDS01.

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
Must Use	TDS01	610	Amount Monetary amount	M N2 1/15
N/U	TDS02	610	Amount Monetary amount	O N2 1/15
N/U	TDS03	610	Amount Monetary amount	O N2 1/15
N/U	TDS04	610	Amount Monetary amount	O N2 1/15

Segment: **CTT Transaction Totals**
Position: 110
Loop:
Level: Summary
Usage: Optional
Max Use: 1
Purpose: To transmit a hash total for a specific element in the transaction set
Syntax Notes: 1 If either CTT03 or CTT04 is present, then the other is required.
2 If either CTT05 or CTT06 is present, then the other is required.
Semantic Notes:
Comments: 1 This segment is intended to provide hash totals to validate transaction completeness and correctness.

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>
Must Use	CTT01	354		Number of Line Items	M N0 1/6
				Total number of line items in the transaction set	
N/U	CTT02	347		Hash Total	O R 1/10
				Sum of values of the specified data element. All values in the data element will be summed without regard to decimal points (explicit or implicit) or signs. Truncation will occur on the left most digits if the sum is greater than the maximum size of the hash total of the data element.	
				Example:	
				-.0018 First occurrence of value being hashed. .18 Second occurrence of value being hashed. 1.8 Third occurrence of value being hashed. 18.01 Fourth occurrence of value being hashed. ----- 1855 Hash total prior to truncation. 855 Hash total after truncation to three-digit field.	
N/U	CTT03	81		Weight	X R 1/10
				Numeric value of weight	
N/U	CTT04	355		Unit or Basis for Measurement Code	X ID 2/2
				Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	
N/U	CTT05	183		Volume	X R 1/8
				Value of volumetric measure	
N/U	CTT06	355		Unit or Basis for Measurement Code	X ID 2/2
				Code specifying the units in which a value is being expressed, or manner in which a measurement has been taken	
N/U	CTT07	352		Description	O AN 1/80
				A free-form description to clarify the related data elements and their content	

Segment: **SE** Transaction Set Trailer
Position: 120
Loop:
Level: Summary
Usage: Mandatory
Max Use: 1
Purpose: To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments).

Syntax Notes:**Semantic Notes:**

Comments: 1 SE is the last segment of each transaction set.

Data Element Summary

Ref.	Data			
<u>Des.</u>	<u>Element</u>	<u>Name</u>	<u>Attributes</u>	
Must Use SE01	96	Number of Included Segments	M	N0 1/10
		Total number of segments included in a transaction set including ST and SE segments		
Must Use SE02	329	Transaction Set Control Number	M	AN 4/9
		Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set		